

**Office Use Only**Inspector/Date of
Initial Inspection:Clerk/Date
Received:

Property Maintenance Division

Property Owner Name: _____

Property Address: _____

Mailing Address: _____

Home Phone Number: _____ Cell Phone _____

E-Mail Address: _____

Rehabilitation Agreement

This rehabilitation agreement serves as a contract between the property owner and the City of Reading. Failure to abide by this agreement will subject the owner to citations and fines by the City of Reading Property Maintenance and Building and Trades Divisions of the Community Development Department.

The property owner must prove to the appropriate agencies of the City of Reading, including but not limited to, the Property Maintenance Division, the Building and Trades Division, and the Blighted Property Review Committee, that the subject property is code-compliant and ready for its appropriate use as defined by the Zoning Division.

In addition to completing the Rehabilitation Agreement with the Property Maintenance Division, the property owner must obtain Permits from the Building and Trades Division for all building, electrical, plumbing and heating work required before beginning work. A final inspection for said work must be performed by the City of Reading Building and Trades Division once the work is completed.

Timeline

Step	Start Date	End Date	Office Use Only
			Follow up Date
1. Exterior (no more than 6 months)			
2. Roof			
3. Garage and/or Accessory structures			
4. Permits			
5. Electrical			
6. Plumbing			
7. Interior Finish (Ceilings, Floors, Walls)			

Contractors used must be licensed as required by the City of Reading, have appropriate insurance and, in the case of home improvement contractors, be registered with the State Attorney General's Office unless the property owner is completing the work as allowed by the Pennsylvania Uniform Building Code and the City of Reading.

_____ **Date:** _____

Property Owner Signature

Office Use Only:

____ **Approved** ____ **Denied** _____

_____ **Date:** _____

Property Maintenance Division Manager